The Richard J. Reynolds Auditorium Facilities Manual

R. J. Reynolds Auditorium
301 N. Hawthorne Rd., Winston-Salem, NC 27104
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REYNOLDS AUDITORIUM STAFF

Production Manager ..... Ed Thomas

Administrative Offices..... (336) 727-2180

Fax..... (336) 748-4119

E-mail.....erthomas@wsfcs.k12.nc.us

PHYSICAL FACILITIES OF REYNOLDS AUDITORIUM

- Orchestra Seating 857
- Balcony Seating 1,041
- Total Seating 1,898

- Dressing Rooms:

Type	Number	Capacity
Principals	3	4
Chorus	4	10-14

The Principal dressing rooms are located on stage left. Two Chorus dressing rooms are on the lower level and a chorus dressing room is located on the first and second floors stage left. All are equipped with lighted mirrors, restroom facilities, chairs, wardrobe racks and stage audio monitor speakers for paging. **There are no shower facilities.**

Additional Facilities:

- Green Room: located on lower level. Is equipped with vending machines, table and chairs. May be used as Wardrobe Room or Orchestra–ready room. Washing machine and dryer is located here. Irons and ironing board available. Stage audio monitors are installed.

- Choral Room: limited availability as requested. Equipped with chairs and electronic piano to accommodate 70 people. Located in Music Wing requiring an exterior access from stage.

- Black Box Drama Room: limited availability as requested. Equipped with 75 fixed seats. Includes theatrical lighting and sound. Located in Music Wing requiring an exterior access from stage.

- # POLICIES FOR USING REYNOLDS AUDITORIUM

All areas of the Auditorium are included in the rental rate. The Chorus Room and Black Box are available for an additional rental fee.

Use of the Auditorium to the fullest is encouraged, while at the same time maintaining the excellent condition of the seats, carpet, furniture and equipment. Your compliance with these policies is expected and appreciated. Please communicate these policies to all members of your organization.

Backstage Policies

- **THE GENIE PERSONNEL LIFT MUST HAVE FOUR OUTRIGGERS INSTALLED WHEN IN USE. IF THIS PRACTICE IS NOT FOLLOWED, ALL OR SOME OF THE PEOPLE INVOLVED MAY BE TAKEN OFF THE CALL.**

- All cast and crew are to use the stage door or the Green Room entrance down the stairs located next to the Loading Door at the rear of the Auditorium.

- A member of the Reynolds Auditorium staff, for billing and security reasons, must be present during all activity in the Auditorium. Notify the staff upon arrival and departure.

- All work areas must be kept clean and presentable.

- Any soft goods moved must be returned to their original location.

- Operation of the fly system can be done only under the supervision of trained staff members.

- All flying scenery must be inspected and approved for safety by Production Manager prior to installation on scenery battens.

- There must be onstage spotters for all linesets that move during the early stages of production.

- All tools and/or loose objects must be secured when going to the loading rail, front of house, grid, or up any ladder. NO EXCEPTIONS.

- There will be no eating, drinking, or smoking in the house, on stage or in the sound, light and projection booths.

- There is no smoking in Reynolds Auditorium or on any exterior grounds by State Law.

- Scenery lift may be moved only upon request of the Production Manager and under the supervision of house staff.

- Please take care to prevent damage to the paint and floor surfaces. YOU WILL BE CHARGED FOR ANY DAMAGE.

- Please do not use tape on any of the painted surfaces.

- Only cloth spike tape may be used to mark the stage floor. Masking or duct tape is not allowed!

- Any schedule changes must be approved in advance by the Production Manager.

- Regular working hours are from 8 A.M. to midnight. Any request for additional hours requires the prior approval of the Production Manager and will involve additional charges to the user.

- THERE IS A TWO (2) STAGEHAND MINIMUM WHENEVER THE USER IS IN THE AUDITORIUM.

- ALL EQUIPMENT IN REYNOLDS AUDITORIUM MUST BE OPERATED BY TRAINED CREW MEMBERS HIRED AND SUPERVISED BY THE AUDITORIUM STAFF. COST OF LABOR IS LISTED IN THE FEE SCHEDULES.

Load-in Policies

Prior to load-in, the user must have paid all estimated charges and presented the staff with written proof of liability insurance as requested by the contract. All materials must comply with the fire and safety codes established by the Winston-Salem Fire Department and Winston-Salem / Forsyth County Schools.

THE AUDITORIUM IS NOT RESPONSIBLE FOR PRODUCTION VEHICLE PARKING.

Strike Policies

All equipment, materials, and tools brought into the Auditorium must be removed immediately following the final performance. The Auditorium cannot accept any responsibility for items left after strike.

The Auditorium must be restored to the condition specified by the Production Manager. Approval of the strike is the decision of the Auditorium staff member on duty.

Damage to the Auditorium or Equipment

The user is responsible for all damage caused by any person associated with the production under the user's supervision. If the damage is not covered by liability insurance, the user will be held responsible for the cost. The additional charges will be included in the final invoice for payment.

Insurance

Liability insurance is required as stated in the rental agreement. Proof of liability coverage must be provided to the Auditorium staff prior to load-in. (For special events, the Auditorium management reserves the right to require additional limits of liability.)

Concessions

Please note that no food and beverage is allowed in the Auditorium including the Lobby areas. Such items may be sold and consumed only on the portico area.

Special items provided by the facility user, related to a special event, may be sold in the lobby area with prior permission from the Auditorium management. These items must be presented in a manner and in an area acceptable to the Auditorium management.

Pyrotechnics

User must have prior approval from the Auditorium Production Manager and obtain a permit from the City of Winston-Salem. For instructions of how to obtain the permit contact the Auditorium Production Manager. (Please note that the permit process takes at least 30 days.)

STAGE INFORMATION AND DIMENSIONS

- Proscenium Opening
  Plaster: Width- Max. 39'-0"
  Height- Max. 27'-0"

- Stage Depth-36'-5"
  Depth from plaster line to last working line- 32'-10"

- Stage Width- 67'-0"
  Center line to stage left wall- 33'-6"
  Center line to stage right wall- 33'-6"
  There is limited offstage storage space

- Stage Height
  Deck to gridiron-58'-8"
  Actual flying height-56'-6"

- Fly Rail
  Located 14'-10" above deck, stage left

- Apron
  4'-11" in depth at center-line, elliptical in shape
  Stage height from house floor is 3'-6"

- Floor
  Stage floor is 1/4" tempered hardboard painted black
  Underlayment is T&G pine, 3/4"ply, 2x4 nailer on concrete
  3-1/2" from top of concrete
  Stage floor is not waxed
  Stage floor is not trapped
  Wings are concrete painted black from 20'-6" off Center line to offstage wall

- Load-in Facility
  Loading door is located upstage Auditorium wall
  Clear width is 5'-11" and height is 9'-6"
  Loading door is level with stage. Door is 1'-6" above ground level.
  NO LOADING DOCK, NO FORKLIFT, NO TRUCK RAMP
  REYNOLDS AUDITORIUM CANNOT GUARANTEE SPACE FOR TRUCK, BUSSES, ETC.

- Counterweight System
  40 available line-sets (35 double purchase, 5 single purchase)
  4 Non-removable acoustical shell ceiling panels are permanently hung on 4 additional battens in vertical stored position
  Operated from stage left above deck
  Arbor capacity: 650lbs –double purchase; 1,000 lbs – single purchase.
  Approx. 17,000lbs counterweight available
  Pipe length- 44’7”, 5 pair 3’-6” extensions available, Electrics- 52’-0”
  Pipe- 1-1/2” I.D.

- Stage Draperies
  See page 9 for inventory

- Flying Data
  See page 14 for line schedule
  Scenery Lift – 4’-6” x 8’-8” CSR located per drawings at 24’-3” O.C. w/ out trim of 42’-6”

- Distances
  Lighting / Sound booth to plasterline-110’-0”
  Balcony rail to plaster line- 50’6”
  Cove to plaster line- 65’-0”
  Bottom lights in Box Boom are 23’-0” above stage level
  Top lights in Box Boom are 33’-0” above stage level

- Distance of Cable Runs from front of house positions to DSL
  SL Box Boom - 90’-0”
  SR Box Boom - 125’-0”
  Cove(Center Line)- 240’-0”
  Balcony rail(Center Line)- 190’-0”
  Rear of Orchestra- 175’-0”

EQUIPMENT USE AND INVENTORY

Reynolds Auditorium is equipped with a computer lighting system, an internal communications system, video monitoring, and sound reinforcement equipment. There are charges for use of this equipment, and these charges are available upon request.

All equipment in Reynolds Auditorium must be operated by trained crew members hired and supervised by the Auditorium staff. Cost of labor is listed in the fee schedules.

The following equipment inventory changes from time to time. Please contact the Production Manager for the latest update of the inventory prior to your desired load-in date.

Stage Draperies Inventory

- House Main Curtain
  27'-0" high, 24'-0" wide each half 50% fullness
  Rust Color 26oz. Velour lined with black sanforized
  Denim

- House Main Valance
  10'-0" high, 45'-0" wide
  Rust Color 26oz. Velour sewn flat

- Legs
  Ten each 27'-0" high by 8'-0" wide of 21oz. black velour sewn flat

- Borders
  Four each 8'-0" high by 45'-0" wide of 21oz. black velour sewn flat

- Full Stage Black Drop
  Three pair- each panel 27'-0" high by 24'-0" wide 16 oz. black velour sewn flat

- Scrim
  One black 29'-0" high by 45'-0" wide Sharks tooth Scrim

- Muslin Backdrop
  One 29'-0" high by 45'-0" wide of natural muslin

Electrical Information and Inventory

- Company Switches
  Switch #1- 3 phase/ 5 wire/ 208 volt/ 400 amps per leg
  Located on DSL proscenium wall
  Switch #2- 3 phase/ 5 wire/ 208 volt/ 200 amps per leg
  Located on the stage right wall 6'-0" from USR corner
- Control System and Dimmers
  The House board is an ETC Express 72/144 Memory Console – w/ 144 subs, or operates as 2-scene preset w/ 72 manual control faders. Maximum of 600 cues / show. Has max of 240 control channels, which can address a max. of 1024 dimmers. DMX outputs are located at the Cove, Box Booms, Balcony front, DSR & DSL wing. DMX inputs are located at the Light Booth, Balcony front and SR wing. Remote focus inputs are located at the Cove, Balcony front, & SR wing. An ETC Remote Video Interface w/ monitor is available for design table position at center of Orchestra level.

Dimmers: 3 racks of ETC Sensor dimmers w/ 48 2.4 kw dimmer slots ea. w/ a maximum of 276 dimmers (138 - Sensor D20 dimmer modules).

The houselights are controlled by an ETC Unison Architectural lighting system.

THERE IS NOT AN INTERCONNECT PANEL ALLOWING FRONT OF HOUSE CIRCUITS TO BE DIRECTLY CONNECTED TO ROAD BOARDS.

- On-stage Equipment
  5 single purchase electric battens with 24 circuits each

8 Grid Drop Boxes	4 SR & 4 SL w/ 6 circuits each
2 Wall Boxes - Proscenium	SR & SL w/ 6 circuits each
6 Floor Pockets - Wings	SR & SL w/ 3 circuits each
4 Floor Pockets - US	US w/ 3 circuits each

- Box Booms
  Tri ladders SL and SR with 12 circuits at 20 amps
  10 Source 4 10° units 750w in each box boom
- Ceiling Cove Slots
  3 @ ea. slot pipe is 11'-6" long
  36 circuits total at 20 amps
  18 Source 4 10° units 750w total in cove slots
- Balcony rail
  12 circuits total at 20 amps
  12 Source 4 26° units 575w total on balcony rail
- Orchestra Pit
  18 Edison outlets for orchestra lights (not controlled by dimmers)

RJR AUDITORIUM
LIGHTING INVENTORY

QUAN.	TYPE	WATTS	NOTES
18	ETC Source 4 10° Ellipsoidal Reflector Spotlight	750W	Cove
20	ETC Source 4 10° Ellipsoidal Reflector Spotlight	750W	Box Booms
52	ETC Source 4 26° Ellipsoidal Reflector Spotlight	575W	w/ Patt. Slot
40	ETC Source 4 36° Ellipsoidal Reflector Spotlight	575W	w/ Patt. Slot
9	ETC Source 4 Junior 36° Ellipsoidal Reflector Spotlight	575W	w/ Patt. Slot
2	Altman 6x16 Ellipsoidal Reflector Spotlight	1000W	w/ Patt. Slot
2	Altman 6x12 Ellipsoidal Reflector Spotlight	750W	w/ Patt. Slot
1	Strand 6x12 Ellipsoidal Reflector Spotlight	1000W	w/ Patt. Slot
8	Altman 6x9 Ellipsoidal Reflector Spotlight	750W	w/ Patt. Slot
5	Strand 6x9 Ellipsoidal Reflector Spotlight	1000W	w/ Patt. Slot
36	ETC Source 4 PAR w/ lens set	575W	
24	Altman PAR 64 Medium Flood Cans	1000W	MFL
2	Kliegl 8” Fresnels	1500W	
4	Strand Ianaro 3-cell Cyclorama Lites	1500W	
8	Altman 8” 8-way Barndoors		
2	Lycian 1290/XLT 2K Xenon Followspot	2000W	

- Stage Cable
  Cable is 12/3 type SO and is available in 5’, 10’, 15’, 25’, 50’ lengths
  Some two-fers & three-fers also are available

- Ladders
  1 Genie personnel lift with 30’-0” platform height – battery powered
  2 Step Ladders 6’-0”
  2 Step Ladders 10’-0”

Sound Information and Inventory

Reynolds Auditorium's sound system is a basic theatrical sound reinforcement system. This system regularly incorporates a Soundcraft K2-40 40x4 mixing console, 1/8" balanced patch panel, Crown power amplifiers, BSS system processor, main proscenium JBL custom center speaker cluster, one dual-well CD and one CD/cassette deck, 4 JBL Eon 10P powered stage monitors, and assorted microphones and cables.

The theater also is equipped with sound junction boxes located at the down right proscenium wall, center of pit below stage apron, and the down left proscenium wall. Each panel has 12 inputs and 4 tie lines as well as A & B headset inputs, which terminate at sound board through the patch panel. The panel jacks are 3-pin XLR type.

There also is an in-house, self-contained Telex SM-1 FM wireless broadcast system for the hearing-impaired. This is a one-channel system. Headset receivers are available for use through the Reynolds Auditorium box office prior to each performance.

- Microphones
  - 7 Shure ULXS124/85 wireless lavaliere/handheld microphone UHF systems (variable 662-698)
  - 4 Shure UT124/85 wireless lavaliere/handheld microphone UHF systems (615.900, 617.100, 623.350, 624.300 freq.)
  - 4 Crown PCC 160
  - 4 Shure SM-81 Microphones
  - 4 Shure SM58 Microphones

- Playback
  - 1 Denon DN-T620 CD/Cassette Deck
  - 1 Denon DN-D4500 Dual well CD Deck

- Mixer
  - 1 Soundcraft K2-40 40 x 8 standard input

- Processors and Amplifiers (non-removable-in racks)
  - 1 BSS 9088ii Soundweb processor
  - 1 BSS 9088iis Soundweb processor
  - 4 Crown Micro-Tech 2400 amplifiers
  - 1 Crown Micro-Tech 600 amplifier
  - 2 Crown CH2 amplifiers

- Speakers

  Auditorium Cluster
  - JBL SP215-6 speaker
  - JBL VS2210 speaker
  - JBL SP128S speaker
  - JBL CVS124 speaker

  Other
  - 8 JBL 26CT speakers – delay under balcony speakers
  - 4 JBL Eon 10P speakers

Stage Manager's Station and Communications Equipment

The stage manager's station is located down stage right. The panel has a two-channel Clear-Com MS-232 cue system. It also has paging capability to the dressing room and green room areas.

The Clear-Com system is wired throughout the theater with either biscuit or headset jacks. Headsets and belt packs are available.

The Closed Circuit Video System consists of one Panasonic #WVCP474 Color camera, and 6 video outlets. The camera is located on the front of the balcony looking at the stage.

The video outlets are located: DSR, USR, USL, DSL, Pit, and in the Green Room.

There are telephones located DSR, DSL, sound booth, administrative office, and box offices.

Wardrobe Equipment

1 Whirlpool #GSW9900PWO 3.2 cu. Ft. washer
1 Whirlpool #LER8648PW 7.0 cu. Ft. 220V electric dryer
2 Ironing boards
2 Light duty irons
8 Wardrobe racks

Orchestra Equipment

108 black Wenger Musician chairs
78 black Wenger Roughneck music stands without lights
1- 9' Steinway "D" Grand Piano – tuning for additional fee
Percussion equipment available upon request. A rental fee is charged.

Orchestra Pit

The orchestra pit is curved and approximately 11'-0" x 50'-0." It will accommodate approximately 30 musicians. The Pit has a fixed depth of 6'-3" below stage level. Clearance height under the stage apron is 4'-8". A Wenger Strata Pit Cover is in place semi-permanently. It may be removed at renter's expense.

Acoustical Shell

Designed by Akustiks and built by ProTech Theatrical Services. Consists of 4 permanently hung ceiling panels approximately 6'-5" deep by 40' wide w/ Source 4 par fixtures mounted, and 2 side walls, in 4 sections each, approximately 11' high x 30' deep total. There are Teflon coated vinyl panels that drop from each end of the ceiling panels to the side walls. Upstage white scrim allows sound to reflect off of back brick wall. The stage dimensions of the shell are 39'-0" deep (48'-0" w/ pit cover) and width tapers from 41'-0" downstage to 39'-0" upstage.

REYNOLDS AUDITORIUM LINE SCHEDULE

All distances are taken from plaster line.

House Line Set	Distance From Plaster	Description	Purchase Type	Note
Plaster	**0'-0"**	**Plaster Line**		**All Battens - 44'7" long, except as noted**
FC	0'-4"	**FIRE CURTAIN**		
1	1'-2"	**GRAND VALANCE**	Double	10'-0"H x 45'-0"W, SR Operation, Permanent
2	1'-8"	**HOUSE CURTAIN**	Double	SR Operation, Permanent
3	2'-6"	**BLACK BORDER #1**	Double	8'-0"H x 45'-0"W
4	3'-0"	**BLACK LEGS #1**	Double	27'-0"H x 8'-0"W, w/ 3'-0" pipe extensions
5	3'-6"	Open	Double	
6	4'-6"	**1 ELECTRIC**	**Single**	Max Trim is 31'-0", Length: 26'-0" O.C.
7	5'-11 ¾"	**ACOUSTICAL SHELL #1**	Double	Permanent
8	6'-6"	Open	Double	Trapped by Shell
9	7'-0"	Open	Double	
10	7'-6"	**PROJECTION SCREEN**	Double	20'-0'H x 24'-0"W
11	8'-0"	**FULL STAGE BLACK #1**	Double	27'-0"H x 44'-6"W
12	8'-6"	Open	Double	
13	9'-0"	**BLACK BORDER #2**	Double	8'-0"H x 45'-0"W
14	9'-7 1/8"	**BLACK LEGS #2**	Double	27'-0"H x 8'-0"W, w/ 3'-0" pipe extensions
15	10'-0"	Open	Double	
16	11'-6"	**2 ELECTRIC**	**Single**	Max Trim is 31'-0", Length: 26'-0" O.C.
17	13'-5 ¾"	**ACOUSTICAL SHELL #2**	Double	Permanent
18	13'-10 1/2"	Open	Double	
19	14'-4 1/2	Open	Double	
20	14'-10 1/2"	Open	Double	
21	15'-6"	Open	Double	
22	16'-0"	**BLACK BORDER #3**	Double	8'-0"H x 45'-0"W
23	16'-6"	**BLACK LEGS #3**	Double	27'-0"H x 8'-0"W, w/ 3'-0" pipe extensions
24	17'-0"	Open	Double	
25	17'-6"	Open	Double	Very close to Electric
26	18'-0"	**3 ELECTRIC**	**Single**	Max trim is 31'-0"; SR-23'-9", SL-26'-0" O.C.
27	18'-6"	Open	Double	Very close to Electric
28	19-0"	Open	Double	
29	19-6"	**FULL STAGE BLACK #2**	Double	27'-0"H x 44'-6"W
30	20'-11 ¾"	**ACOUSTICAL SHELL #3**	Double	Permanent
31	22'-6"	Open	Double	
32	23'-0"	Open	Double	
33	23'-6"	**BLACK BORDER #4**	Double	8'-0"H x 45'-0"W
34	24'-0"	**BLACK LEGS #4**	Double	27'-0"H x 8'-0"W, w/ 3'-0" pipe extensions
35	24'-6"	Open	Double	
36	26'-0"	**4 ELECTRIC**	**Single**	Max Trim is 31'-0", Length: 26'-0" O.C.
37	27'-4 7/8"	Open	Double	
38	28'-5 ¾"	**ACOUSTICAL SHELL #4**	Double	Permanent
39	30'-0"	**5 ELECTRIC**	**Single**	Max Trim is 31'-0", Length: 26'-0" O.C.
40	30'-10"	Open	Double	
41	31'-4"	**BLACK LEGS #5**	Double	27'-0"H x 8'-0"W, w/ 3'-0" pipe extensions
42	31'-10"	**BLACK SCRIM**	Double	29'-0"H x 44'-6"W
43	32'-4"	**WHITE CYC**	Double	29'-0"H x 44'-6"W
44	32'-10"	**FULL STAGE BLACK #3**	Double	27'-0"H x 44'-6"W